



May 18, 2021

**TO:** Flood Authority Members  
**FROM:** Scott Boettcher, Staff  
**SUBJECT:** Lewis County as Fiscal Agent for 2021-23

Purpose of this memo is, as was done for 2017-19 biennium ([here](#)) and 2019-21 biennium ([here](#)), to provide Lewis County with authorization and direction to continue acting as Flood Authority fiscal agent for the 2021-23 biennium and to take steps necessary to implement that role. We will discuss at Thursday's Flood Authority meeting. Feel free to call or email with questions (i.e., 360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

#### **A. Background**

1. Lewis County works in many capacities. One capacity is as fiscal agent for the Flood Authority. Lewis County has fulfilled this role since inception of the Flood Authority in 2008.
2. Lewis County's duties as fiscal agent are more fully described [here](#) (April 17, 2017 Interlocal Agreement).
3. As fiscal agent Lewis County acts at the direction of the Flood Authority on multiple matters of interest and relevance to the Flood Authority, including Flood Warning System, Local Projects, Flood Authority staffing and facilitation, information inventories and analyses, intergovernmental agreements, State Auditor's Office accountability audits, and more.
4. Much of the work done by Lewis County as fiscal agent for the Flood Authority is by contract and/or agreement with others, e.g., WA State Recreation and Conservation Office (RCO), WA State Department of Ecology's Office of Chehalis Basin (OCB), consultants, other governments, etc. Setting-up and establishing these contracts and agreements takes time.
5. In an effort to best ensure continuity of operation as the Flood Authority moves from the 2019-21 biennium to 2021-23 biennium, Lewis County anticipates needing to begin working soon to scope and structure 2021-23 contracts and agreements as directed by Flood Authority.
6. Lewis County and staff assume it is the desire of the Flood Authority that Lewis County continue as fiscal agent for the Flood Authority for the 2021-23 biennium.

**B. Recommendation**

1. Flood Authority authorize Lewis County to act as Flood Authority fiscal agent for the 2021-23 biennium.
2. Flood Authority direct Lewis County to take steps necessary to implement this role in time for the start of the 2021-23 biennium (July 1, 2019), including:
  - a. Scoping and structuring an interagency funding agreement with RCO (that is additionally vetted through Flood Authority’s Executive Committee).
  - b. Scoping and structuring Lewis County (Pat Anderson, Graham Gowing, Patti Weiher, Lee Napier, etc.) and sub-contractor (WEST Consultants, SBGH-Partners, etc.) staffing arrangements.
  - c. Briefing and securing approval from Lewis County Board of County Commissioners once RCO has provided Lewis County with a funding amendment per 2.a. above.

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**NOTE1** – Documenting specific Flood Authority authorization and direction to Lewis County to proceed with preparations for the 2021-23 biennium is necessary for future State Auditor’s Office Accountability Audits. Past accountability audits are provided via Table 1 below.

Table 1 Past Washington State Auditor’s Office Accountability Audits		
Period:	Issued:	Report:
July 1, 2008 through June 30, 2011	3/28/2012	<a href="#">Here</a>
January 1, 2012 through December 31, 2014	2/04/2016	<a href="#">Here</a>
January 1, 2015 through December 31, 2017	1/10/2019	<a href="#">Here</a>

**NOTE2** – Budget for Lewis County acting as Flood Authority fiscal agent for 2021-23 is anticipated as follows:

- Lewis County staffing -- \$25,000
- Lewis County goods and services -- \$5,000
- SBGH-Partners -- \$194,000
- WEST Consultants -- \$0

Scopes of work for 2021-23 are assumed to continue as currently agreed.

- Lewis County SOW with RCO (#[15-1475](#)) -- [here](#) (7/1/2015 - 6/30/2021) and [here](#) (amended 2/12/2016).
- SBGH-Partners SOW with Lewis County -- [here](#) (7/1/2019 - 6/30/2021).
- WEST Consultants does not have a current SOW with Lewis County for Flood Authority activities. (WEST does have a SOW with Lewis County for Flood Warning System operation and maintenance that is covered through Lewis County, Grays Harbor County, and Thurston County reimbursements).